



TEACHING HOSPITAL, JAFFNA
Registration of Suppliers for Goods, Services and Works for the Year - 2025

Applications are invited from Manufacturers, Suppliers, Sole Agents, Registered Co-operative Societies, Government Institutions including statutory boards, Registered Business Organizations and Individuals who wish to register themselves with this institution for the supply of goods and services listed below for the year-2025.

All applications should be sent under registered cover marked “**Registration of Suppliers for 2025**” on the top left corner of the envelope and addressed to Director, Teaching Hospital, Jaffna to reach me on or **before 30th November 2024**. A non-refundable registration fee of **Rs: 1,000.00** for register one category item. The applicant should be paid by cash at the Shroff counter in our office between 9.00 a.m and 3.00 p.m during working days, for each application, The receipt should be submitted & attached with application. Further you may link with the website of Teaching Hospital, Jaffna-www.thjaffna.lk

Item No	Goods (General)
A-01	Office Stationery and Related Items etc.
A-02	Furniture & Office Equipment (wood & Steel)
A-03	Computers, Computer related accessories, Photocopier & Duplicating Machine, CCTV Cameras, and Roneo machine, fax machine, Toners, Ribbon, Cartridges, etc.
A-04	Uniforms, Curtain Cloths & Fitting etc.
A-05	Bathroom Ceramic fitting, Floor Tiles, Pipes and Fitting for water supply and Related accessories etc.
A-06	All type of House Hold items (Bucket, Jugs, Kettle, Crockery, Glassware, Plastic items & Kitchen Utility) etc.
A-07	Coir mattress, Rubber mattress, Mackintosh, Electrical, Nylon, Cords and Cotton Pillows etc.
A-08	Building Materials, Hardware items, Paints, Vanish, Sand, Planks & Wood for Building etc.
A-09	Electric Motors ,Bulbs, Ceiling fans ,Pedestal fans , Electric goods and related items etc.
A-10	Mats, Ekel broom, Coir broom, Mopper etc.
A-11	All Varieties of Carbolc soap and Detergents for Machine / Bar soap /Cleaning liquid and Powder, Saving blade etc.
A-12	Tyre, Tubes & Battery for vehicle etc.
A-13	Leather Products, Shoes, Slippers etc.
A-14	Refrigerators ,Air conditioners ,TV ,DVD Player & Related Spares etc.
A-15	All type Rexene cloths, Polythene Bags & Garbage bags etc.
A-16	Preparation of Rubber Stamps, Plastic Name Board & Date Stamps etc.
A-17	Milk food items & Minerals food items etc.
A-18	Gas Regulators/ Gas Burners/ Gas hose etc.
A-19	Dress for Theatres (For Doctors, Nurses, Juniors staff) / Mosquito Nets / Bed Spreads / Pillows Cases, G.S Towels, Bed sheet etc.)
A-20	Preparation of Staff Identity cards and Name board etc.
A-21	Drug issuing Covers /X-ray covers and Printing works etc.

Item No	Surgical and Medical Goods
B-01	Surgical and Medical Equipments.
B-02	Laboratory Equipments etc.
B-03	Medical , Surgical & Laboratory Consumables (Biopsy needles, Catheters , Distill water , Surgical sprit & Others such things etc)
B-04	Recording paper (ECG , ETT ,CTG, EEG & other such things etc)
B-05	Surgical safety items / Chemicals / Drugs / Surgical tools / Radiation etc.

Item No	Service (General)
C-01	Repair of furniture (steel & wood) etc.
C-02	Repair of electronic items (Air conditioners & Refrigerator, TV, DVD player etc)
C-03	Repair of Electric fans , Electric motors , Generators and Water pump etc.
C-04	Repair of office Equipment (Computer and Related accessories, Duplo Machine, Photo copy machine, Fax machine etc.)
C-05	Advertisement of Newspapers

C-06	Laundry Service
C-07	Air Conditioner Maintenance
C-08	Intercom /Network Maintenance
C-09	Repairs of Gas burners and Oxygen equipments etc.
C-10	Repairs of house hold items etc.
C-11	Repairs of Hospital Surgical and Laboratory Equipments
C-12	Tailoring works
C-13	Wastages removal Services

Item No	Vehicle Repair & Service
D-01	Repair of all type of Vehicles , Vehicle Air conditioners , Vehicle Electrical , Cushion works for Seat and inside of vehicle etc.
D-02	Service for all type of vehicles

Item No	Works
E-01	Building Construction, Renovation, Repairs (Copy of the ICTAD registration should be annexed)
E-02	Aluminum Partition works etc.
E-03	Intercom / Network installation etc.

Item No	Disposable Goods for Sale
F-01	Sale of Discarded items (Glass, Plastic Bottles / Saline bottles / Aluminum vessels / X-ray card , X-ray waste water / Coconut Shells , Tyre, Tubes / All Kitchen waste items / Cardboard / Paper etc)

Item No	Food and Beverages
G-01	Snacks and Cool drinks, Food Parcels etc

Rules and Conditions:-

1. The registration is valid for the year 2025.
2. The applicant should be paid by cash at the Shroff counter in our office between 9.00 a.m and 3.00 p.m during working days & not allowed to pay by money order & cheque payment.
3. Those who are unable to pay directly, you can deposited the amount through our bank account number 7040260 (BOC,Jaffna branch) until 30th November 2024 (you should annexed the receipt) with the application. The last date of amount deposit is 30th November 2024. we are unable to considered the late deposit hereafter,
4. As per the general treasury circular number PFD 08/2019 dated on 17.12.2019 section 2.3, who are registered in our organization would be expect to upgrade their suppliers name through the Electronic Government procurement (EGP) via WWW.promise.lk, that would be able to participate in the procurement of any other government entities in the government sector.
5. Application should be registered, and declared Telephone No, Fax & Email Should be submitted the business registration with application.
6. Director has right to call from the Tender, after reject the unsatisfied supplier services provides.
7. Some circumstances, the received the application could be rejected without sub stand able response by the Director Any received application can be rejected without substantial responsiveness by the Director, Teaching Hospital Jaffna.
8. Suppliers should be agreed to provide goods and services on a one-month credit basis.
9. The relevant Goods and Services should be supplied in required quantities accordance with specified standards with samples and on due dates.
10. All supplies should be delivered to the hospital.
11. When registering as suppliers only applicants having registered under the Business Name and Ordinance, those having physically for sale at the premises goods that are to be supplied and those fulfilling all the qualification will be considered.
12. For further information, Please contact Accountant, TH/Jaffna T.P. No:021 222 3149.
13. When you are register to item no B [**Surgical and Medical Goods**] you must attach Following information with the application.
 - **Product range**
 - **Copy of Manufacturer authorization letters**
 - **CDDA Copy**
 - **Installation Base (If you already submit the information to the BES unit ,TH, Jaffna, You can submit only the updates of it)**

Director,
Teaching Hospital,Jaffna.

Specimen Application form.

Registration Category	
Amount (Rs.)	1,000.00
Date	

Teaching Hospital - Jaffna
Supplier's registration for Goods & Services and Works for 2025

1. Name of Institution :-
2. Address of the Institution :-
3. Telephone No :-
4. Fax No :-
5. E-mail address (Official) :-
6. Business registration Name :-
7. VAT registration No :-
8. Credit Facilities made available (Period/Volume) :-
9. Check List (Annex following documents separately)

#	Document Type	Annexed Number
1	Business Registration Certificate (Hard Copy)	
2	Detail List of Goods / Works available for Supply including Make, Brand, Specifications	
3	Manufacturer Authorization Letter (Soft Copy in CD)	
4	CIDA / CCDA / NMRA latest Registration (Soft Copy CD)	
5	Last two-year history of supply / works (Annex copy of Orders or Letter of Acceptance from government & private institutes) (Soft Copy CD)	

I declare that the above particulars are true and correct and hereby agree in the event of any incorrect information given, I am aware that the registration may be canceled. I annexed herewith non -refundable deposit Document

Name of Applicant:

Signature of applicant

Date:

Rubber Stamp of Supplier:

Note : Combine all documents along with CD and submit in an envelope for each category separately.